

# Presentation Skills in English 2

Part 2. Composing The Main Body of the Presentation. Signposting.



# Signposting

“Signposting” describes expressions and words that we use to orientate or guide the audience during a presentation. It can indicate what is coming next or when a certain section or area is complete.



# Signposting

We can group the types of phrases that we use for signposting into different categories;

- Indicating what happens next.
- Transitioning to the next point or topic.
- Giving extra information.
- Signalling the end of a section.
- Referring to previous comments, points questions or topics..
- Giving a summary.

# Indicating what comes next.

- In the next section of the presentation I would like to ....
- Let me give you a quick idea of what we're going to be looking at.
- Next we'll be talking about...
- In a moment I'll explain...
- Now I'm going to tell you....
- Shortly I'll explain...

# Transitioning.

- Now I'd like to move on to the main issue of this presentation...
- Which brings us to my next point...
- Moving on to my next point...
- The next issue that I'd like to talk about is...
- Another important issue is...
- With that in mind I'd like to turn to...
- I think it's important that we have a look at...
- Okay, moving on we have...
- Let us now have a look at...

# Giving additional information.

- In addition to that, I'd like to say that...
- What is more...
- Furthermore, we should say that...
- It's important not to forget that...
- Moreover...
- As well as that..
- I should add that...

# Indicating the end of a section.

- ...and that's about everything I wanted to say on the subject of..
- Which brings us to the end of [section].
- So much for...
- So that's given you a good idea of...
- Which is all I wanted to say about ...
- I think we've covered that point well...
- Okay, so now you should have a good understanding of the issues around..

# Referring to previous comments, points, questions or subjects.

- Circling back to what I said before about..
- I'd just like to come back to what I said earlier about...
- If you recall, I mentioned earlier that..
- Like I said earlier...
- Going back to the point I made earlier about...
- Which brings us back to my earlier point about..
- Cast your mind back to when I said that...



# Signposting

## **Giving a Summary;**

- Okay, this is a good time to recap the points that i've made
- If I may summarise that point...
- In summary...
- I'd like to just remind you of the salient points.
- The important thing that you remember about this is that...
- The key take away from this is that...
- Just to recap then, we said that...